

Monday, May 3rd

9:30 – 10:30 am - Classroom 1 - Career Portfolio and Imaging: Develop a portfolio that represents your assets, skills, qualifications, accomplishments and references.

9:30 – 10:30 am – Classroom 2 - Advantages of Preparing for a Job Fair: Find out what it takes to get the most out of a job fair.

9:30-10:30 am – Classroom 3– I Am My Own Business: Developing a Mind Set that Sells Everyday. (For Employer Only).

11:00 am-12:00 noon - Classroom 1 - Job Search Strategies: Understand techniques to succeed at job searching.

11:00 am-12:00 Noon – Classroom 2 - If I were a Customer: Understanding Your Customer and Keeping Them for Life. (For Employer only).

1:30-2:30 pm - Classroom 1 - Resume Components: Learn about each component required on a resume.

1:30-2:30 pm - Classroom 2 - Employer's Point of View: Tips and tools on job search and resume development.

3:00-4:00 pm - Classroom 1 - Dress for Success: Dress ethics for career search and success.

1:30-4:00 pm - Northgate Sales and Service Training Center Computer Lab – Resume Building: Get assistance with perfecting your resume.

9:30-12 Noon and 1:30-4:00 pm - JobLink Mobile Unit - Job Search.

Monday, May 10th

9:30-10:30 am - Classroom 1 - Optimal Resume: Learn how Optimal Resume can benefit the employment services business. (For Employer Only).

11:00 am – 12 noon - Classroom 1 - Job Search Strategies and Networking for the Mature Professional: Tips and tools on strategies and resources for mature professionals.

1:30-2:30 pm - Classroom 1 - Prepare to Care: Techniques for employers to reach out to the older worker. (For Employer Only).

9:30 am–12 noon and 1:30-4:00 pm - Classrooms 2 and 3 - Mock Interview: Five minute, five question monitored interview for critique.

9:30 am-12 Noon and 1:30-4:00pm - JobLink Mobile Unit - Job Search.

Monday, May 17th

9:30-10:30 am – Classroom 1 - HR Law: Information on the legal aspects of law. (Employer Only).

1:30-2:30 pm - Classroom 1 - Steps to finding work: Tips and resources to finding work for the older worker.

Monday May 17th

9:30 am-12 noon and 1:30-4:00pm- Classrooms 2 and 3 - Mock Interview: Five minute, five question monitored interview for critique.

9:30 am-12 Noon and 1:30-4:00 pm - JobLink Mobile Unit – Job Search.

Tuesday May 4th

9:30 – 10:30 am - Classroom 1 - Career Portfolio and Imaging: Develop a portfolio that represents your assets, skills, qualifications, accomplishments and references.

9:30 – 10:30 am – Classroom 2 - Advantages of Preparing for a Job Fair: Find out what it takes to get the most out of a job fair.

9:30-10:30 am – Classroom 3 - HR Law: Information on the legal aspects of law. (Employer Only).

11:00 am-12:00 noon - Classroom 1 - Job Search Strategies: Understand techniques to succeed at job searching.

1:30-2:30 pm - Classroom 1 - Resume Components: Learn about each component required on a resume.

3:00-4:00 pm - Classroom 1 - Dress for Success: Dress ethics for career search and success.

3:00-4:00 pm - Classroom 3 - 50 Plus: Tips and tools for the 50 Plus jobseeker.

9:30 am-12 Noon and 1:30-4:00 pm - JobLink Mobile Unit – Job Search.

Tuesday, May 11th

11:00 am-12 noon - Classroom 1 - Job Search Strategies and Networking for the Mature Professional: Tips and tools on resources for job search and networking.

1:30-2:30 pm - Classroom 1 - Sustainability and Strategic Planning: Learn about the benefits of making your business sustainable. (For Employer Only).

9:30 am-12 noon and 1:30-4:00 pm - Classrooms 2 and 3 - Mock Interview: Five minute, five question monitored interview for critique.

9:30 am-12:00 Noon and 1:30-4:00 pm - JobLink Mobile Unit - Job Search.

Tuesday, May 18th

9:30-10:30 am - Classroom 1 - Legal Life Cycle of a Business: Legal strategies for the business owner. (Employer Only).

Tuesday May 18th Cont'd

11:00 am-12 noon - Classroom 1 The Value of Older Workers: Strategies to understand the value of the older worker. (For Employer Only).

9:30 am-12 noon and 1:30-4:00 pm - Classrooms 2 and 3 - Mock Interviews: Five minute, five question monitored interview for critique.

9:30 am-12:00 Noon and 1:30-4:00 pm - JobLink Mobile Unit: Job Search.

Wednesday, May 5th

9:30 – 10:30 am - Classroom 1 - Career Portfolio and Imaging: Develop a portfolio that represents your assets, skills, qualifications, accomplishments and references.

11:00 am-12:00 noon - Classroom 1 - Job Search Strategies: Understand techniques to succeed at job searching.

1:30-2:30 pm - Classroom 1 - Resume Components: Learn about each component required on a resume.

1:30-2:30 pm - Classroom 2 - Employer Point of View: Tips and tools on job search and resume development.

3:00-4:00 pm - Classroom 2 - Career Readiness Certification Program: Details on qualifications and enrollment.

9:30 am-12:00 Noon and 1:30-2:30 pm - JobLink Mobile Unit – Job Search.

Wednesday, May 12th

11:00 am-12:00 Noon - Classroom 1 - Job Search Strategies: Understand techniques to succeed at job searching.

1:30-2:30 pm - Classroom 1 - Advanced Human Resource Development: Techniques for the mature professional jobseeker.

9:30 am-12:00 Noon and 1:30-4:00 pm - Classrooms 2 and 3 - Mock Interview: Five minute, five question monitored interview for critique.

Thursday, May 6th

9:30-10:30 am - Classroom 1 - Career Portfolio and Imaging: Develop a portfolio that represents your assets, skills, qualifications, accomplishments and references.

9:30-10:30 am - Classroom 2 - Promoting Yourself at 50: Tips and techniques to enhance your job search 50 and older.

11:00 am-12:00 noon - Classroom 1 - Job Search Strategies: Understand techniques to succeed at job searching.

Thursday May 6th Cont'd

11:00 am-12 noon - Classroom 3 Funding Your Business: Learn ways to fund your business.

11:00 am-12 noon - Classroom 3 Steps to Finding Work: Tips and resources to finding work for the older worker.

1:30-2:30 pm - Classroom 1 - Resume Components: Learn about each component required on a resume.

1:30-2:30 pm - Classroom 2 - Legal Life Cycle of a Business: Legal strategies for business owner. (Employer Only).

3:00-4:00 pm - Classroom 2 - Career Readiness Certification Program: Details on qualifications and enrollment.

3:00-4:00 pm – Classroom 3 - 50 Plus: Tips and tools for the 50 Plus jobseeker.

Thursday, May 13th

11:00 am-12 noon - Classroom 1 - Job Search Strategies and Networking for the Mature Professional: Tips and tools on resources for job search and networking.

1:30-2:30 - Classroom 1 - Advanced Human Resource Development: Techniques for the mature professional jobseeker.

9:30 am – 12 Noon and 1:30-4:00 pm - Classrooms 2 and 3 - Mock Interview: Five minute, five question monitored interview for critique.

Wednesday, May 19th

Career Day – 10:00 am – 4:00 pm

Northgate Mall

Thursday-Friday

May 20th – 21st

1:00-5:00 pm - Durham JobLink, Briggs Avenue *Follow-up session:* Get assistance sending thank you emails and letters to potential employers.

******Additional Workshops TBA******

5 Step Challenge

Step 5

Follow-Up Session
May 20th - 21st

Step 4

Career Day
May 19th

Step 3

Virtual Resume Bank
May 17th - 19th

Step 2

Mock Interview
May 10th - 18th

Step 1

Workshops
May 3rd - 18th

Presented in Partnership



- Workforce Investment Act (WIA)
- Durham JobLink Disability Navigator
- Zemo Trevathan & Associates

Career Conference 2010 Durham, NC

Durham JobLink Career Center

Northgate Mall

1058 West Club

Boulevard

Durham, NC 27701-1104

Opening Session

April 30, 2010

10:00 am – 4:00pm

Workshops

May 3 – May 21, 2010

9:30 am – 4:00 pm

Career Day

May 19, 2010

10:00 am – 4:00 pm



Phone: 919-560-6880
Web site: www.ncesc.com

Career Conference 2010

Opening Session Agenda

Introduction

Darrell Solomon: Good morning and Introduction of Director of Office of Economic Workforce Development, Kevin Dick

Kevin Dick: Welcome and Brief overview of Northgate Project

County Commissioner Brenda Howerton: Presentation – Certificate of Appreciation to Northgate Associates

Mayor Bill Bell: Presentation – Certificate of Appreciation to NC Department of Commerce

Darrell Solomon: Brief Overview of Career Conference 2010 and the Five Step Challenge